



California Special
Districts Association
Districts Stronger Together

SPECIAL DISTRICT

Administrative Salary & Benefits Survey

Position Category	Title	Position Description Suggestion
Administration/Support →	General Manager	Serves as the Executive Officer of the district and for the Board of Directors; administers the district and has exclusive management and control of the operations and works of the district, subject to approval by the board of Directors; provides day-to-day leadership for the district; seeks to carry into effect the expressed policies of the Board of Directors, including planning the short, medium and long term work program for the district; and translates the goals and objectives of the Board to the community.
	Assistant General Manager	Under the direction of the General Manager, plans, organizes and assists in the overall management and control of the district; supervises and provides direction to the district's division/department managers; ensures that the goals, objectives and policies decided upon by the Board of Directors are implemented and tracks their progress; and performs other duties and special projects as assigned by the General Manager.
	Fire/Police Chief	Plans, organizes, directs, and administers all operations of the fire department/police department including administration (public relations, management of budget, personnel, supplies, equipment, structures, and compliance/enforcement of regulations, laws, policies and procedures), investigations, hazardous material response, rescue, and other emergency services.
→	Executive Assistant	Serves as administrative assistant/secretary to the General Manager and/or upper-level management. Duties can include: composing correspondence and reports for the General Manager and Board; serving as a liaison between the General Manager and division/department managers; making travel arrangements, maintaining appointment schedules and calendars, and arranging meetings and conferences. Maintains high level of confidentiality.
	Office Assistant/Receptionist	Performs routine office support duties, including answering phones and greeting walk-in customers, answering basic inquiries. Dispenses and receives documents; explains policies and procedures; directs callers or walk-in customers to the appropriate staff; receives and processes mail; maintains and/or updates a variety of records or logs; prepares miscellaneous documents which can include correspondence, purchase orders, etc.; enters and retrieves information manually or into/from a computer system; files documents.

Position Category	Title	Position Description Suggestion
	Administrative Assistant	Under supervision, performs a variety of secretarial, clerical, and administrative duties for upper level management and supporting staff; relieves staff of administrative detail such as word processing, filing, faxing and fielding phone calls; assists in carrying out administrative policies and procedures; performs related duties as required.
→	Board Secretary/Clerk	Serves as administrative support to the Board of Directors. Prepares agenda and attends meetings; transcribes and edits minutes; prepares drafts of agenda items requiring action by the Board; and prepares correspondence and maintains files on official actions of the Board. Ensures records are maintained as required by law. Fulfills other duties as required to support the Board. Maintains high level of confidentiality.
	Customer Service Representative	Primary duties include listening to, understanding, and responding to inquiries from customers. Researches and resolves customer complaints via phone, email, mail, or in-person; assists with errors, account questions, placement of orders, and cancellations; provides detailed information regarding services available, fees, schedules, policies, and procedures; resolves billing/payment issues; suggests solutions to customer problems.
	Office/Administrative Services Manager	Plans and directs internal support services for organizational effectiveness and efficiency. Ensures internal office policies and procedures are implemented. Manages recordkeeping and filing systems, mail distribution, office supply inventory, phone systems and office equipment. May direct receptionist and other office support staff. Coordinates purchasing and administrative facilities management.
	IT Manager/Specialist	Provides information systems support and assistance to District users; acts as primary resource to District staff regarding software, hardware, networking and/or information or computer systems questions and problems; troubleshoots, analyzes and diagnoses specific software and hardware problems/inadequacies and resolves; provides technical assistance to departmental systems and users; coordinates implementation of software and hardware documentation; and delivers technical orientation to newly hired employees concerning the use of automated systems.
Finance/Accounting	Controller/Chief Financial Officer/ Finance Manager	Directs and controls the district's financial, accounting, and treasury activities; prepares a wide variety of detailed and analytical accounting, statistical, and narrative reports necessary for fiscal review; provides management and the Board of Directors with expertise in the areas of fiscal planning and control, accounting, budgeting, and investing public funds; supervises the daily work activities within accounting/bookkeeping including accounts payable, accounts receivable, cash receipts, payroll, and general ledger; prepares monthly financial statements; reconciles accounts; prepares special reports and analyses as required.
	Accounting Clerk/Specialist	Under the direction of the Controller/CFO/Finance Manager, processes payroll, including auditing payroll reports and reconciling payroll records; inputs journal entries to general ledger; processes accounts receivable and payable; prepares accounting reports as requested; prepares any necessary billings; and processes purchase requests and orders.

on Estates Community Services	Benchmarking Results			
	My District's	25th	Median/	75th
	Data (Percentile)	Percentile	Selection Rate	Percentile
Compensation Details: General Manager				
Annual Base Salary: Minimum	\$26,000 (1st)	\$95,680	\$137,569	\$203,703
Annual Base Salary: Maximum	\$26,000 (1st)	\$109,363	\$157,596	\$208,671
Annual Base Salary: Actual	\$26,000 (0th)	\$99,121	\$135,138	\$198,017
Number of FTEs in this Position	0.50 (1st)	1.00	1.00	1.00
Years in Position	4 (50th)	2	4	7
Compensation Details: Assistant General Manager				
Annual Base Salary: Minimum	-	\$79,753	\$99,421	\$153,218
Annual Base Salary: Maximum	-	\$100,100	\$137,810	\$196,213
Annual Base Salary: Actual	-	\$103,792	\$153,859	\$164,569
Number of FTEs in this Position	-	1.00	1.00	1.00
Years in Position	-	1	2	6
Compensation Details: Fire/Police Chief				
Annual Base Salary: Minimum	-	\$85,184	\$101,067	\$139,672
Annual Base Salary: Maximum	-	\$117,744	\$125,859	\$164,840
Annual Base Salary: Actual	-	\$119,215	\$136,387	\$154,441
Number of FTEs in this Position	-	1.00	1.00	1.00
Years in Position	-	1	1	3
Compensation Details: Executive Assistant				
Annual Base Salary: Minimum	-	→ \$56,732	\$71,939	\$83,321
Annual Base Salary: Maximum	-	\$77,854	\$93,199	\$112,353
Annual Base Salary: Actual	-	\$63,513	\$82,753	\$112,206
Number of FTEs in this Position	-	1.00	1.00	1.00
Years in Position	-	2	9	14
Compensation Details: Office Assistant/Receptionist				
Annual Base Salary: Minimum	-	\$37,832	\$43,826	\$55,473
Annual Base Salary: Maximum	-	\$49,247	\$60,714	\$70,577
Annual Base Salary: Actual	-	\$41,261	\$55,140	\$62,757
Number of FTEs in this Position	-	1.00	1.00	1.00
Years in Position	-	1	2	2
Compensation Details: Administrative Assistant				
Annual Base Salary: Minimum	-	\$41,455	\$46,727	\$55,472
Annual Base Salary: Maximum	-	\$46,912	\$63,118	\$75,754
Annual Base Salary: Actual	-	\$40,571	\$52,562	\$60,156
Number of FTEs in this Position	-	1.00	1.00	2.00
Years in Position	-	2	4	9
Compensation Details: Board Secretary/Clerk				
Annual Base Salary: Minimum	-	\$48,152	\$68,099	\$82,659

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Annual Base Salary: Maximum	-	\$69,101	\$89,447	\$102,767
Annual Base Salary: Actual	-	\$61,229	\$79,602	\$98,528
Number of FTEs in this Position	-	1.00	1.00	1.00
Years in Position	-	1	5	12

Compensation Details: Customer Service Representative

Annual Base Salary: Minimum	-	\$38,228	\$44,428	\$50,089
Annual Base Salary: Maximum	-	\$55,786	\$63,003	\$68,265
Annual Base Salary: Actual	-	\$47,141	\$58,528	\$66,421
Number of FTEs in this Position	-	1.00	1.70	3.00
Years in Position	-	2	6	10

Compensation Details: Office/Administrative Services Manager

Annual Base Salary: Minimum	-	\$53,082	\$70,886	\$100,880
Annual Base Salary: Maximum	-	\$66,011	\$90,044	\$121,738
Annual Base Salary: Actual	-	\$54,511	\$71,955	\$110,000
Number of FTEs in this Position	-	1.00	1.00	1.00
Years in Position	-	1	7	11

Compensation Details: IT Manager/Specialist

Annual Base Salary: Minimum	-	\$73,359	\$95,338	\$108,127
Annual Base Salary: Maximum	-	\$90,833	\$112,897	\$131,724
Annual Base Salary: Actual	-	\$75,417	\$110,508	\$120,752
Number of FTEs in this Position	-	1.00	1.00	1.00
Years in Position	-	2	8	16

DISTRICT:
ADDRESS:

GREENSTONE COUNTRY COMMUNITY SERVICES DISTRICT
3451 Stagecoach Road, Placerville, CA 95667

MEETING SCHEDULE: 1st Wednesday of January, April, July, and September at 8:30 am
Special Meeting: Every 1st Wednesday of August at 8:30 am

CONTACT: Shelly Greene
PHONE: (530) 622-3755

TITLE: General Manager
FAX: (530) 622-3755

E-MAIL: GreenstoneCSD@outlook.com

WEB SITE:

NOTE: Please direct all mail for the board members and manager to 3451 Stagecoach Rd. Placerville, 95667

BOARD OF DIRECTORS

Rod Rozman
Daniel Schmidt
Robert Vance
Terry Schutten
Gregory Smith

TITLE

President
Vice-President
Finance Director
Director
Director

TERM OF OFFICE

12/2016 – 12/2020
12/2016 – 12/2020
12/2016 – 12/2022
12/2018 – 12/2022
12/2018 – 12/2020

DISTRICT STAFF

NAME **TITLE**
Shelly Greene General Manager
George Wheeldon District Geologist

Jarvis, Fay & Gibson Legal Counsel
510-238-1400

FORMATION INFORMATION

LAFCO Resolution #: L81-09
Date Adopted: 4/2/81
CONDUCTING AUTHORITY
Resolution #: 134-81
Date Adopted: 5/5/81
EFFECTIVE FORMATION DATE: 5/28/81
Recorded: Book 1982, Page 36

SOI Resolution #: L-2010-03
Date: 2/24/10

MAPPING
GIS Date: 4/23/98
Other:

MAJOR FACILITIES/STATIONS

PURPOSE

1. **Enabling Legislation:** Gov. Code Sections 61000-61936
2. **Empowered Services:** Drainage, law enforcement services, parks and recreation, wastewater services, fire suppression, mosquito abatement services, road and road maintenance and other related services, solid waste collection, street lighting and landscaping services, water services
3. **Provided Services:** Drainage, law enforcement services, parks and recreation, wastewater services

AREA SERVED

1. **Area Size:** 2,265
2. **Supv. Dist:** IV
3. **Reg. Voters:** 449
4. **Estimated Population:** 700
5. **Location Description:** North of Green Valley Rd at Stagecoach Rd in the Placerville area

FINANCIAL INFORMATION

Assessments/Fees & Charges for Services/Special Taxes: Developed Parcel \$100
Undeveloped Parcel \$50

Other Fee Schedules: None
2017-2018 Budget: \$247,662
Appropriation (GANN) Limits: \$659,813.47

ADMINISTRATIVE POLICIES:

MASTER PLAN:

Policies & Procedures Adopted: Unknown
By-Laws Adopted: None

Encroachment Permit Process: Unknown
ISO Rating (for Fire Providers):

NOTES:

Revised: 7/25/2019

Government Compensation in California

Betty T. Yee, California State Controller

Search

Search


Positions, Employers, & Departments

For

greenstone country shingle springs

Example: San Diego Sheriff

Search

- Search recently reported information by all employers.
- Employee names not searchable. 
- Try the [Advanced Search \(https://publicpay.ca.gov/AdvSearch.aspx\)](https://publicpay.ca.gov/AdvSearch.aspx) for more filters.

Results for "greenstone country shingle springs"

Positions, Employers, & Departments

Search for "greenstone country shingle springs"

Returned 6,121 Position, Employer, & Department results

Showing 1 – 10 of 6,121 Results

Country Springs - Department (<https://publicpay.ca.gov/Reports/Department.aspx?departmentid=272986&year=2018>)

Chino Valley Unified (2018) - K-12 Education

Department Employees: 36

Greenstone Country Community Services District (2019)

(<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=858&year=2019>)

Special District

Employees: 6

General Manager (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=26194380>)

Greenstone Country Community Services District (2019) - Special District

Employee Total Wages: \$34,504

Director (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=26194381>)

Greenstone Country Community Services District (2019) - Special District

Employee Total Wages: \$0

Director (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=26194383>)

Greenstone Country Community Services District (2019) - Special District

Employee Total Wages: \$0

Director (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=26194382>)

Greenstone Country Community Services District (2019) - Special District

Employee Total Wages: \$0

Director (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=26194385>)

Greenstone Country Community Services District (2019) - Special District

Employee Total Wages: \$0

Director (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=26194384>)

Greenstone Country Community Services District (2019) - Special District

Employee Total Wages: \$0

California Montessori Project-**Shingle Springs** Campus (2019) (<https://publicpay.ca.gov/Reports/K-12/K-12Entity.aspx?entityid=7332&year=2019>)

K-12 Education

Information not available

Palm Springs (2019) (<https://publicpay.ca.gov/Reports/Cities/City.aspx?entityid=352&year=2019>)

City

Employees: 533

Showing 1 – 10 of 6,121 Results

[First](#)[Previous](#)[Next](#)

Looking for More?

- Try the Advanced Search (<https://publicpay.ca.gov/AdvSearch.aspx>)
- View the Position report (<https://publicpay.ca.gov/Reports/PositionRpts.aspx>) for information about Mayors, City Managers, and other positions
- Find the highest paid positions with the Top List tool (<https://publicpay.ca.gov/Reports/ReportBuilders/TopListNoSplit.aspx>)
- Explore (<https://publicpay.ca.gov/Reports/Explore.aspx>) information for Cities, Counties, Elected Officials, and much more
- Download (<https://publicpay.ca.gov/Reports/RawExport.aspx>) compensation information

The information presented is posted as submitted by each reporting public employer. The State Controller's Office is not responsible for the accuracy of this information. If you have any questions, please contact that public employer.

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Greenstone Country Community Services District
General Manager Duties and Procedures
Updated January 2014

1. Copying Correspondence

- Make copies of bills, letters, agendas, minutes and correspondence from county, LAFCO, Lawyer, etc.
- Contents of safe include copies of Greenstone Country CSD minutes from the inception of the district. Safe combination is: Left 4 times to 25, right 3 times to 90, left 2 times to 30, right, till dial stops. It is not necessary to lock the safe with its current contents.
- The Greenstone Country file room files consist of all the files concerning the operations of Greenstone CSD.

2. Propane Rates

- We have a web-site on our computer for the current propane price. Prices should be sent via e-mail weekly to board members and residents who request it. The list can be found in the e-mail section of the computer.
- The propane price can be found at foundwww.dgs.ca.gov/pd/programs/leveraged/contracts/fuelposting.aspx. Look for the TARGA San Francisco price. The current contract with the preferred supplier, Amerigas calls for adding \$0.44 to this price to get the price Greenstone residents pay Amerigas. It is the responsibility of a Director to negotiate and monitor the contracts with a preferred supplier.

3. Paying Bills

- Note all bills are paid through the county which takes a significant amount of processing time. Make sure Green Copy claims are filled out correctly and time clocked in at the front desk at the auditor's office. All Green claim sheets must have two signatures for processing, GM & one director. Check vender #'s, code #'s, account #'s, description column. Code #'s are available from the auditor.
No comas or periods in the description column. Use paper clips, **do not staple**.
Any invoice for the previous fiscal year (Jul – June) can be submitted before the cutoff date in July as defined by the county. Invoices for the current budget year, and for the next budget year cannot be on the same claim. Claim baskets on desk are marked.
- GM needs to track expenditures in the categories used by the HOA to insure they do not exceed the budget. The county will pay the claim if the category budget is exceeded, but the Board must vote to move monies from another budget category to cover the claim before the end of the fiscal year.

4. Septic System Inspections

- Septic systems are inspected once a year. Approximately 25 are done per month. A postcard is sent notifying residents of the date, followed up by a phone call 2--3 days prior to inspection. Inspector is Darrell Creeks, home ph. # is 333-4910, or cell ph.# 333-3494; e-mail is dcreeks@sbcglobal.net. Cell phone is the preferred method of contact.
- We will receive a copy of the inspection when it is completed. If there is any problem it will be indicated on the report. If the tank needs pumping, then a voucher to pay for it is sent to the

owner. For other problems, a letter is sent explaining the problem. If the problem is not corrected, then a second letter is sent.

5. New Construction Inspection

- The GM is sent all ARC approval requests and determines if requires approval by the CSD. If approval is needed (any significant moving of dirt that may impact the septic system requires approval), the GM informs the HOA Manager who then informs the ARC. In some cases the GM can approve the request, but in others the CSD Geologist must inspect and approve it. If more than 250 yards of dirt are being moved, the county requires a letter from the CSD approving the construction. If approved by the CSD geologist, the GM sends a letter to the county and notifies the owner and the HOA Manager.
- An inspection by the CSD requires an application by the owner and payment of fees. Checks are made out to the Greenstone Country CSD. Copies of the check and application are placed in the owner's file. The check goes first to the auditor's office for signature and then to the tax collector's office for deposit and receipt. Instructions for this are in the filing cabinet. The deposit is recorded in account# 1400 and is paid out to the geologist thru account# 4501 upon receipt of a bill from the geologist.
- If the owner goes to the county for a permit without going to the ARC, he will be sent back to the CSD for an approval letter. The GM will refer him to the ARC before the approval letter is sent.

6. Biannual Audits

- Audits are conducted every two years in September on even numbered years, after final budget figures are received from the county. The audit usually lasts for two days and the GM must stay with them throughout the process.
- Auditors are selected by calling the county auditor for recommendations. The GM then gets bids and recommends to the board whom to select.
- Many documents are required by the auditor and preparation and collection of documents must be done throughout the two year period.
- See the binder for typical documents required and the name of the last auditor.

7. Purchase of Office Supplies

- Office supplies are purchased by the GM and he/she is reimbursed by submitting the original receipt to the county.
- For computer or equipment repair, the work must be done by a vendor that will bill us. The vender must have a county business license and must be issued a vendor number by the county auditor.
- If items are purchased on-line, they should be purchased thru a vendor who collects state sales tax. If they do not, we have to pay applicable sales tax directly to the State Board of Equalization. See binder for the applicable regulation.

8. Office Security and Maintenance

- The office security system should be alarmed whenever the building is vacant. Insure that security system is operational. Instructions for alarming and disarming the system are in the binder.
- Currently, people who have access to the FOB needed to enter and disarm the system are the CSD GM, the HOA Manager, CSD Director Bert Drouin, CSD Director Bob Caldwell, the HAO ARC committee, and the cleaning lady.
- If the alarm is tripped, the CSD GM will be called. If he is unavailable the back-up will be called. The

alarm company will tell you the sheriff is on the way and ask you for the make and color of your car and your ETA at the building. Once, you arrive the sheriff will inspect the building with you.

- The GM should do all routine building maintenance that he/she can. For other things, a local handyman should be called. Dick Lidel and Rich Adams (Greenstone Resident) are currently used. The GM can approve work under \$500 and the President can approve work up to \$2000.

9. Secretary for the Board of Directors

- Prepare agenda for board meetings with input from directors. Schedule meetings and post agendas in the Mountain Democrat (via e-mail), at the CSD office and at the Greenstone Country post offices per the Brown Act.
- Prepare & distribute board packets prior to meeting with most recent budget figures. The packets should contain the most recent budget summary and details from the county
- Prepare resolutions and other documents for approval & signature in the meeting
- Take notes at the meeting and prepare a draft of the minutes within two weeks of the meeting; a recorder should be used at the meeting. If recorder is used, remember to insure all participants are being heard on the tape. Recordings are saved for six months and then discarded.
- Send draft of minutes to board President for input and make appropriate changes.
- Send minutes to directors for comment.
- Prepare final minutes for approval at next meeting

10. Communications with LAFCO

- Communication with LAFCO is minimal. They contact us when they have an election to see if any directors would like to run.
- The GM must inform them via e-mail when a new member is added to the board. Names and term are provided via e-mail.
- We have to pay for services provided by LAFCO. A journal entry from the auditor is required to pay them. See binder for an example.

11. Workman's Compensation

- We receive several bills a year from different offices. The billing is based on a Nov. –Oct. fiscal year.
- To pay the bill, the GM completes the form provided by Workman's Compensation, gets a check from the auditor and mails them in himself/herself. The check needs to have the proper I.D. on it. Keep a copy of the form and the check. Fill out State Comp. fund forms. **DO NOT LET THE AUDITOR MAIL THE CHECK.**
- It is important to remember that the CSD GM position is a clerical position. The GM does not go to homes of the residents. That is the job of the geologist.

12. Manage Property Tax Billing

- Insure all APNs (Assessor Parcel Numbers) are correct. These numbers are used for tax assessments, including the direct fees that go to the CSD. The county will send an e-mail with the forms to be completed. Make copies of the nine forms and complete very carefully, sign/date and hand deliver.
- A second set of forms containing APN numbers is also sent. Compare the numbers to those in our files to insure accuracy, make copies and e-mail back to the county.
- Each vacant lot is assessed \$50/year and each lot with a house is assessed \$100/year. The GM must track when houses are completed. When a house is completed before December 31, the assessment is raised for the next billing year.

13. Annual Appropriation Limitation

- Obtain limit from county. The auditor will send you a document to complete to calculate the limit. Check last year's copy for the previous appropriation limit which will be used in calculations. Calculate new appropriation limit using instructions included.
- Prepare a resolution for board action at the July meeting.
- File the resolution with the county auditor by the deadline that office sets.

14. Biannual Election of Directors.

- The election office will send you a notice of election to be posted at 3 locations (outside of the CSD office and at each Greenstone mail box locations). E-mail a copy of the election notice to the Mt. Democrat following the instructions in the letter from the county.

15. Resolution Management

- In addition to the resolution noted in Section 13, from time to time resolutions and ordinances are approved by the board. They must be taken to the County Auditor after approval and a copy filed in the CSD filing cabinet.

16. Budget Management & Updates.

- We receive monthly budget reports from the county. They usually arrive in the middle of the month, except for the final month of the FY (July-June).
- Forward the report to the CSD Treasurer as soon as you receive it. Make copies and place the most recent report in each board member's packet for the quarterly meeting.
- A tentative budget is approved in the July meeting, and a final budget approved in the Oct. meeting. Both must be taken to the County Auditor in a timely fashion after signed by the board financial officer.
- Changes to the midyear budget have to be approved and taken to the county. The President can approve one transfer of up to \$1000 from one budget account to another, once between quarterly meetings. Otherwise the transfer must be approved by the board.

17. Local Government Compensation Report

- This is a form that needs to be completed each year. The county will send information with details on how to get the form on-line. Note the code number for Greenstone that needs to be used.
- List all five directors on the form, along with a copy of the GM's most recent W-2.
- The form should be completed on-line and returned electronically. A copy should be retained for your files. The site also shows a number at the State Controller's office if assistance is needed.

18. U.S. Government Census Report

- This is an annual Survey of Public Employment & Payroll. It will come to the auditor's office and they forward it to you. Reporting is on-line (ID and password are on the form) or via the postal service. Watch the due date.

19. Form 700 Statement (conflict of interest)

- Form 700, Statement of Economic Interests, must be filled out each year. The election department will notify you via a letter. All directors and the GM must complete the form, sign and date it. Keep copies of all forms. The form is easy to complete if you are not running a business in Greenstone.
- The form can be found at www.fppc.ca.gov/index.php?id=477 . Make copies for everyone. Follow-up with directors to insure completion. There is a fine if it is not completed on time.

20. Questions/visits from District Residents

- Answer questions if possible; re-direct them as necessary
- Answer basic HOA questions in absence of HOA Manager
Typical CSD questions include: Did my septic inspection go OK?
What causes my water in the house to run down slow?
Why am I getting an odor from my septic tank?
We have a booklet in the office, "Care and Feeding of Your Wastewater Treatment and Disposal System" that the resident may have.

21. Ethics Class

- Assembly Bill 1234 requires all directors and employees to complete an ethics class every two years. A reminder is sent by the county. The class can be found and completed on-line by searching for Assembly Bill 1234. The course must be completed by reading various sections and answering questions. Once completed, the director prints a certificate and returns it to you.

22. Computer and Computer Files

- All copies of agendas, minutes, and other files are on the computer and in a separate binder in the safe. They should be updated as needed. They can be found in alphabetical order on the computer under "My Documents".

23. Payroll Processing

- Pay days are every other Friday. If you direct deposit your payroll check, you will receive a check stub in the mail the day before the deposit. The envelope will include a copy of your next payday sheet to be completed in duplicate. Keep a copy and take the original to the payroll department by the next Wednesday. Also in the envelope is your most recent payroll activity. File and keep this for the next audit.

24. Maintain a List of Key County Contacts

- The only county contacts we have are in the auditor's office. These include Bob Toscano for our budget, Keely Giovannoni for our claims, Tim in payroll dept for pay check. Once in awhile we may contact Joe Harn, the County Auditor.
- Contact with the election department occurs when it's election time. There is no one in particular that we contact.

Office	Current Official	Phone Number	Comments
County Auditor	Bob Toscano	621-5458	Admin asst:
claims	Keely Giovannoni	621-5421	Auditors office Fax 295-2535
payroll	Tim Moore	621-5485	
Election dept.	any one	621-7490	Fax 626-5514
Direct Charges	Joy Shaw	621-5473	

25. Miscellaneous

- Greenstone Country CSD attorney is William Wright, 2828 Easy St # 3, ph# 344-8096
- George Wheeldon's monthly bill must be dated after the 25th of the month or the county won't accept it.
- Recycling must be put out on Mondays for collection on Tuesdays, even if Monday or Tuesday is a holiday.
- A copy of Greenstone CSD and County telephone numbers that the GM frequently uses is on the computer and on the desk next to the telephone.

GENERAL MANAGER

Spalding Community Services District

The Spalding Community Services District provides waste-water, fire and recreation services. We are located in Northern California in beautiful Lassen County on the shores of Eagle Lake, the second largest natural lake in California and home of the Famous Eagle Lake Trout. This majestic area, where the Sierra Nevada and Cascade mountain ranges come together on the edge of the Modoc Plateau, create one of the most breath-taking and unique landscapes in the state.

The District is seeking energetic, self-motivated and proactive candidates for the position of General Manager. This is a part-time, 24 hours per week position. Schedule is flexible.

The position could be a perfect fit for a retiree or semi-retired person looking to add income or a person looking to add income to an existing part-time employment situation.

Any skill set that provides for the ability to successfully perform the duties of this position, including education and experience, will be considered. Possession of a Bachelor's Degree in Public or Business Administration or related field is desired. A minimum of 5 years experience in state service or private industry in a management or supervisory position performing the duties required to manage a department or business is necessary.

Please submit resume via email. eaglelakescd@ciltlink.net

Ability to prepare and manage budgets, possess written and oral communication skills, ability to deal with the public and governmental agencies, ability to manage, supervise and hold accountable district personnel, ability to seek out, write and manage grants. Knowledge of QuickBooks, Microsoft Word and Excel programs, and the ability to provide excellent customer service to the community. Ability to maintain a constructive and harmonious relationship with the Board of Directors and enforce the goals, objectives, policies and ordinances of the Board. Ability to conduct research, perform studies, develop reports and make oral and written presentations.

Possession of a Wastewater Operator 1 Cert or higher is desired and will increase salary.

NOTES:

Additional Salary Information: Salary to be determined by the Board of Directors based on experience and education. Schedule is flexible, Travel Compensation Package is negotiable

Application



First Name

Last Name

Email

Message To Employer...

Internal Number: 2019-01gm

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About Spalding Community Services District

Spalding CSD operates Sewer, Fire/EMT and Recreation/Marina services for the Spalding, Eagle Lake area.

Attachments:
Please include your resume and up to two additional documents

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APPLY NOW

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Details

Posted:

December 30, 2019

Location:

Susanville/Eagle Lake, California

Salary:

\$ 40,000.00 - \$ 50,000.00

Type:

Part Time - Experienced

Categories:

Administration, Executive
Management, Operations

Preferred Education:

4 Year Degree

Executive Assistant / Clerk to the Board

Oakdale Irrigation District

Performs a variety of highly responsible, confidential and complex administrative support duties for the General Manager and the Board of Directors; serves as Clerk to the Board, supervises the work of support staff; provides administrative support to Department Managers as needed; provides general information and assistance to the public. Composes and prepares correspondence, newsletters, maintains records, legal files and other confidential and historical documents and activity calendars. Coordinates work and projects between multiple work areas to complete assignments. Prepares, assembles and coordinates Board materials, special projects, research projects, manages agencies web page and performs other general assignments.

Attendance at all Board of Directors meetings, special meetings and other public meetings; posts legal notices, records official proceedings; prepares meeting minutes, resolutions/ordinances and other documents.

Serves as filing officer for the Fair Political Practices Commission; and as such, is responsible for annual distribution and oversight of Statements of Economic Interest Form 700 for all designated employees. Review biennially the District's Conflict of Interest Code and prepares and submits any required revisions to the Code to the FPPC.

Acts as the official custodian of critical Board records; maintaining all books, records, and papers of proceedings of the Board and Committees of the Board; supervises maintenance of Board files and preservation of records, documents and other valuable papers as well as manages record retention of documents.

Prepares and assembles responses to Public Records Act requests.

Five years of increasingly responsible professional level business, administrative and office management experience within a public agency. Must have knowledge of public agency policy requirements, government codes and open meeting laws, etc. Two years' experience as a legal secretary is desired.

To be considered for this position, applications must be received between November 16, 2020 through December 3, 2020 at 5:00 p.m.

Application



Attachments:

Please include your resume and up to two additional documents.

[Add File](#)

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Details

About Oakdale Irrigation District

The District was formed on November 1, 1909 as an irrigation district of the State of California formed pursuant to the provisions of Division 11 of the California Water Code (the "Act") for the purpose of delivering irrigation water to the agricultural lands within its boundaries. Geographically, the District encompasses parts of Stanislaus and San Joaquin Counties, about 12 miles northeast of Modesto and 30 miles southeast of Stockton. Urban areas in the District include the cities of Oakdale and Valley Home located in Stanislaus County. The District has one blended component unit, the Oakdale Irrigation District Financing Corporation ("Financing Corporation"). The Financing Corporation is a nonprofit public benefit corporation created in 1988 for the purpose of aiding the financing of projects for the District. Water to supply the District comes principally from the Stanislaus River under well-established adjudicated water rights but also from water reclamation and drainage recovery systems and pumping from deep wells. The District's distribution systems include the Goodwin Diversion Dam on the Stanislaus River below the Tulloch Dam, at which point water is diverted into the...



Connections working at
Oakdale Irrigation District

Posted:

November 13, 2020

Location:

Oakdale, California

Salary:

\$32.31 to \$39.27/hr (Exempt)

Type:

Full Time - Experienced

Category:

Administration

Required Education:

High School



JUNE 2019
FLSA: EXEMPT

EXECUTIVE ASSISTANT/CLERK OF THE BOARD

DEFINITION

Under general direction, provides administrative and secretarial support to the General Manager, Board of Directors and District committees; serves as the District's Clerk of the Board with responsibility for preparing and distributing Board related documentation; provides administrative support to the District's human resources programs; supervises, trains and evaluates the work of administrative clerical staff in an assigned unit, and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the General Manager. Exercises direct and indirect supervision over assigned staff, contract employees and volunteers.

CLASS CHARACTERISTICS

The Executive Assistant/Clerk of the Board is a single incumbent classification providing administrative and secretarial support to the General Manager, Board of Directors and other District committees. This classification is distinguished from Administrative Assistant I/II and similar classifications within District departments by the political and confidential nature of the responsibilities, the independence of actions, and the complexity of assignments.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Accepts responsibility for providing administrative and secretarial support to the General Manager; screens telephone calls, emails, or other written communications; provides the requested information or redirects the request appropriately; schedules appointments, and maintains appointment calendars; ensures confidentiality of all documents within the office of the General Manager.
- Provides administrative and secretarial support to the Board of Directors; maintains calendars; makes travel arrangements.
- Serves as the District's Clerk of the Board; coordinates the swearing in ceremonies for new Board members; working with appropriate parties, compiles and prepares the Board agenda; prepares meeting notices in compliance with mandated requirements; distributes agendas to Board members; ensures the Board meeting room is properly set up and prepared; attends Board meetings and records the items before the Board; prepares meeting minutes; serves in a similar capacity to other District Committees and Boards.
- Maintains the official minutes of all Board and committee proceedings, records, ordinances, resolutions, contracts, and other official District documents and public records; attests, publishes, posts, indexes, and files ordinances and other District public records; maintains public access to all District public records as appropriate; maintains, tracks and disseminates District policies and procedures.
- Replies to inquiries requiring judgment, initiative and interpretation of policies, procedures, practices, code and laws.

- Plans, prioritizes, assigns, and reviews the work of assigned staff; provides or coordinates staff training; and works with employees to improve performance.
- Researches and assembles information; verifies that information or data is complete, and accurate.
- Performs other duties as required.

QUALIFICATIONS

Knowledge of:

- Business and administrative practices.
- Role, purpose and authority of governing boards.
- Rules and regulations governing the conduct of public meetings.
- Rules and regulations governing public access to agency documents.
- Principles and practices of public board agenda and meeting packet preparation, content and distribution.
- Principles and practices of records management.
- Principles and practices of employee supervision including work planning, assignment, review and evaluation, and staff training.
- Principles and practices of employee supervision including work planning, assignment, review and evaluation, and staff training.
- Principles and practices of customer service.
- Principles, practices, and techniques of human resources in a public agency setting, as it relates to recruitment and selection including the interpretation of laws, regulations, policies, and procedures
- Professional English grammar, spelling, vocabulary and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.
- Applicable federal, state and local laws, codes, regulations and policies related to assigned responsibilities.

Ability to:

- Perform highly confidential administrative and secretarial support to District executives, Board members and committees.
- Interpret and apply District policies, procedures and regulations as it relates to assigned responsibilities.
- Prepare a diverse range of documents such as Board agendas, meeting minutes, resolutions and related materials.
- Compile and maintain complex, extensive and confidential materials.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; set priorities, and meet critical time deadlines.
- Exercise good judgment and make sound decisions in accordance with established procedures and policies.
- Maintain confidentiality of sensitive information.
- Supervise and direct the operations and activities of an assigned unit.
- Estimate staffing, materials and equipment needed for operations.
- Organize, prioritize and follow-up on work assignments.
- Demonstrate strong customer service skills.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.

- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade supplemented by specialized business or secretarial related training or college coursework and five (5) years of increasingly responsible administrative and secretarial experience of which two (2) years providing support to a public board, council or commission and preparing public meeting agendas.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Class C driver's license.
- Possession of, or ability to obtain, State of California Public Notary certification within six (6) months of date of appointment.
- Possession of, or ability to obtain, Certified Municipal Clerk (CMC) certification within three (3) years of date of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Effective July 1, 2020

General Full-Time Wage Scale
Unrepresented

Job Classifications		Step 1	Step 1A	Step 2	Step 2A	Step 3	Step 3A	Step 4	Step 4A	Step 5	Step 5A
Communications Specialist	Hourly	\$25.93	\$26.58	\$27.24	\$27.92	\$28.62	\$29.34	\$30.07	\$30.82	\$31.59	\$32.36
	ZW	\$2,074.40	\$2,126.40	\$2,179.20	\$2,233.60	\$2,289.60	\$2,347.20	\$2,405.60	\$2,465.60	\$2,527.20	\$2,590.40
	M	\$4,494.53	\$4,607.20	\$4,721.60	\$4,839.47	\$4,960.80	\$5,085.60	\$5,212.13	\$5,342.13	\$5,475.60	\$5,612.53
	A	\$53,934.40	\$55,286.40	\$56,659.20	\$58,073.60	\$59,529.60	\$61,027.20	\$62,545.60	\$64,105.60	\$65,707.20	\$67,350.40
Executive Assistant/Clerk of the Board	Hourly	\$28.25	\$28.96	\$29.68	\$30.42	\$31.18	\$31.96	\$32.76	\$33.58	\$34.42	\$35.28
	ZW	\$2,260.00	\$2,316.80	\$2,374.40	\$2,433.60	\$2,494.40	\$2,556.80	\$2,620.80	\$2,686.40	\$2,753.60	\$2,822.40
	M	\$4,896.67	\$5,019.73	\$5,144.53	\$5,272.80	\$5,404.53	\$5,539.73	\$5,678.40	\$5,820.53	\$5,966.13	\$6,115.20
	A	\$58,760.00	\$60,236.80	\$61,734.40	\$63,273.60	\$64,854.40	\$66,476.80	\$68,140.80	\$69,846.40	\$71,593.60	\$73,382.40
Staff Services Analyst	Hourly	\$32.64	\$33.46	\$34.30	\$35.16	\$36.04	\$36.94	\$37.86	\$38.81	\$39.78	\$40.77
	ZW	\$2,611.20	\$2,676.80	\$2,744.00	\$2,812.80	\$2,883.20	\$2,955.20	\$3,028.80	\$3,104.80	\$3,182.40	\$3,261.60
	M	\$5,657.60	\$5,799.73	\$5,945.33	\$6,094.40	\$6,246.93	\$6,402.93	\$6,562.40	\$6,727.07	\$6,895.20	\$7,066.80
	A	\$67,891.20	\$69,596.80	\$71,344.00	\$73,132.80	\$74,963.20	\$76,835.20	\$78,748.80	\$80,724.80	\$82,742.40	\$84,801.60
Parks/Grounds Superintendent	Hourly	\$35.08	\$35.96	\$36.86	\$37.78	\$38.72	\$39.69	\$40.68	\$41.70	\$42.74	\$43.81
	ZW	\$2,806.40	\$2,876.80	\$2,948.80	\$3,022.40	\$3,097.60	\$3,175.20	\$3,254.40	\$3,336.00	\$3,419.20	\$3,504.80
	M	\$6,080.53	\$6,233.07	\$6,389.07	\$6,548.53	\$6,711.47	\$6,879.60	\$7,051.20	\$7,228.00	\$7,408.27	\$7,593.73
	A	\$72,966.40	\$74,796.80	\$76,668.80	\$78,582.40	\$80,537.60	\$82,555.20	\$84,614.40	\$86,736.00	\$88,899.20	\$91,124.80
Human Resources Manager	Hourly	\$39.60	\$40.59	\$41.60	\$42.64	\$43.71	\$44.80	\$45.92	\$47.07	\$48.25	\$49.46
Information Systems Manager	ZW	\$3,168.00	\$3,247.20	\$3,328.00	\$3,411.20	\$3,496.80	\$3,584.00	\$3,673.60	\$3,765.60	\$3,860.00	\$3,956.80
	M	\$6,864.00	\$7,035.60	\$7,210.67	\$7,390.93	\$7,576.40	\$7,765.33	\$7,959.47	\$8,158.80	\$8,363.33	\$8,573.07
	A	\$82,368.00	\$84,427.20	\$86,528.00	\$88,691.20	\$90,916.80	\$93,184.00	\$95,513.60	\$97,905.60	\$100,360.00	\$102,876.80
Controller	Hourly	\$41.60	\$42.64	\$43.71	\$44.80	\$45.92	\$47.07	\$48.25	\$49.46	\$50.70	\$51.97
	ZW	\$3,328.00	\$3,411.20	\$3,496.80	\$3,584.00	\$3,673.60	\$3,765.60	\$3,860.00	\$3,956.80	\$4,056.00	\$4,157.60
	M	\$7,210.67	\$7,390.93	\$7,576.40	\$7,765.33	\$7,959.47	\$8,158.80	\$8,363.33	\$8,573.07	\$8,788.00	\$9,008.13
	A	\$86,528.00	\$88,691.20	\$90,916.80	\$93,184.00	\$95,513.60	\$97,905.60	\$100,360.00	\$102,876.80	\$105,456.00	\$108,097.60
Director of Administration and Finance	Hourly	\$46.85	\$48.02	\$49.22	\$50.45	\$51.71	\$53.00	\$54.33	\$55.69	\$57.08	\$58.51
Director of Recreation	ZW	\$3,748.00	\$3,841.60	\$3,937.60	\$4,036.00	\$4,136.80	\$4,240.00	\$4,346.40	\$4,455.20	\$4,566.40	\$4,680.80
	M	\$8,120.67	\$8,323.47	\$8,531.47	\$8,744.67	\$8,963.07	\$9,186.67	\$9,417.20	\$9,652.93	\$9,893.87	\$10,141.73
	A	\$97,448.00	\$99,881.60	\$102,377.60	\$104,936.00	\$107,556.80	\$110,240.00	\$113,006.40	\$115,835.20	\$118,726.40	\$121,700.80
Director of Parks and Planning	Hourly	\$50.37	\$51.63	\$52.92	\$54.24	\$55.60	\$56.99	\$58.41	\$59.87	\$61.37	\$62.90
	ZW	\$4,029.60	\$4,130.40	\$4,233.60	\$4,339.20	\$4,448.00	\$4,559.20	\$4,672.80	\$4,789.60	\$4,909.60	\$5,032.00
	M	\$8,730.80	\$8,949.20	\$9,172.80	\$9,401.60	\$9,637.33	\$9,878.27	\$10,124.40	\$10,377.47	\$10,633.47	\$10,902.67
	A	\$104,769.60	\$107,390.40	\$110,073.60	\$112,819.20	\$115,648.00	\$118,539.20	\$121,492.80	\$124,529.60	\$127,649.60	\$130,832.00
District Administrator/General Manager	Hourly								\$83.35		
	ZW								\$6,668.19		
	M								\$14,447.75		
	A								\$173,373.00		